

BOARD OF REGISTRATION OF MASSAGE THERAPY
Instructions for License Application

To all applicants:

1. There is a great deal of information on the Board's web site, www.mass.gov/dpl/boards/mt. If you have questions, you should check there first. The majority of the processing rules and licensure requirements come directly from the laws or regulations. There are links to both on the web site. If you don't understand, the quickest response to your question will be via email (see the web site for a link). You may phone (617) 727-1747; however, because of the high volume of applicants, you can expect to encounter voice mail.
2. The grandfathering deadline has passed. Because the deadline was established by Law, there are no waivers. Unless you previously applied, the *Initial Massage Therapist Application* form is required.
3. It is crucial that the Board be able to reach you. If your address will be changing, you may attach a separate sheet of paper with specific details. The address that you choose as your mailing address is public record and will be released to anyone upon request. A business address is not a requirement; it is merely an additional way for us to reach you. We also ask that you provide your email in case of problems with your application. We do not maintain any central list of licensee emails.
4. If you are ineligible for a Social Security Number, contact the Board for instructions.
5. You must be 18 years old to be licensed.
6. You must be a high school graduate, or equivalent, and meet the Board's educational standards (see the Regulations for details). Request that an official transcript from your Massage Therapy training program be sent to you, **include the still-sealed envelope with your application.**
7. If you answered Question #11 on the application form, a certificate of standing is required from every out-of-state licensure jurisdiction, even if your license is expired. Contact that jurisdiction and have the document mailed to you, not the Board. If the jurisdiction insists, it may be mailed to the Board, but that will slow your licensure. The Board does not need a letter from any Massachusetts licensing body; we have access to their records. **[The official statement(s) in unopened, jurisdiction-sealed envelope(s) should accompany your application].**
8. Regarding Question #16, you should list any offense except minor traffic offenses. The only absolute prohibition from licensure is a conviction in any jurisdiction of sexually-related crime or a crime involving moral turpitude in the 10 years immediately before the date of application. All other situations involve case-by-case determinations, and you will be entitled to an appearance before the Board before any rejection. Dishonesty (not telling the full truth on your application) is one of the worst possible offenses.

9. For your license to be issued, you are required to have professional liability insurance—regardless of whether you are actively practicing. The policy must provide for a minimum of at least \$1,000,000 per occurrence and at least \$1,000,000 aggregate. The Board cannot make recommendations about insurers; however, professional associations are usually a good source of information. See the Board’s web site for links. **[You must provide a copy of the insurance policy declarations page that indicates the amount and effective date of coverage].**
10. **Two letters of reference must accompany your application.** One letter should be from an employer, professional colleague, or instructor, and should address your competence and integrity. The other letter may be from any unrelated person in a position to comment favorably upon your business or professional integrity.
11. Your application will not be processed without the correct fee. The initial fee includes both application processing and your first license. The fee is not refundable. **[Include a U.S. check or U.S. money order for \$225.00 made payable to the Commonwealth of Massachusetts].**
12. Your application must be notarized.
13. **Mail the complete application package to: Board of Massage Therapy, 239 Causeway Street, 5th Floor, Boston, MA, 02114.** We do not recommend spending extra money on overnight mail or alternative carriers. Our U.S. Postal Service delivery is quite efficient, and sending your application that way is a very smooth process. If you come in person to our offices, we will try to assist you.
14. Processing time for applications is variable and may be as long as 45 days. Employers, insurance companies, and the general public will be able to view your licensure information online at the Board’s website. The online licensure information is “official” and runs directly from our mainframe. Rather than contacting the Board to check whether your license has been issued, go to <http://license.reg.state.ma.us/public/licque.asp?color=red&Board=MT> .
15. Two to three weeks after your license appears on the web site, you will receive a wallet certificate by mail.
16. Massage Therapy licenses are renewed each year. Your expiration date will be at the end (28th day) of your birth month. However, your first licensee will be valid for not less than one year.
17. Renewals forms will be mailed 60-90 days prior to expiration. The renewal fee will be \$150. It is your responsibility to inform the Board of any address change. The web site has an on-line address change and a printable mail-in form. Addresses are not changed over the telephone or via email. If you do not receive a renewal, it is still your responsibility to renew on time; there is a substantial penalty for a late renewal.